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|  | Urgent |
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|  | Please review |
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|  | Please comment |
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|  | For your records |

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| **[Type the sender company name]**[Type the company address][Type the phone number][Type the web address] [Pick the date] | Fax |

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| **TO: [Type recipient name]** | **FROM: Laurel Yan** |
| [TYPE THE RECIPIENT COMPANY NAME] | PAGES: [Type the number of pages] |
| FAX: [Type the recipient fax number] | FAX: [Type the sender fax number] |
| PHONE: [Type the recipient phone number] | PHONE: [Type the sender phone number] |
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| CC: [Type text] |
| RE: [Type text] |
| COMMENTS: |
| [Type comments] |